

2016 Vendor Guidelines



Saturday & Sunday, March 12 -13, 2016
Dublin Civic Center, 100 Civic Plaza, Dublin, CA 94568
10:00 AM to 5:00 PM

General Information

Applications are now being accepted for the 33rd Annual City of Dublin St. Patrick's Day Celebration. This is a two-day festival and will be held on Saturday & Sunday, March 12 & 13, 2016 from 10:00 AM to 5:00 PM at the Dublin Civic Center. The event will feature three stages of live entertainment, carnival rides, an authentic Irish Tea Cottage, arts & crafts booths, an Irish Marketplace and plenty of Irish food and beverage. **Attendance at last year's exceeded 80,000!**

Vendor Categories

The City of Dublin accepts vendors in the following categories:

Arts and Crafts Booth (Apply through Williams Ltd.)

Vendors are responsible for ensuring that their products meet all federal, state & local regulation.

- Please contact Williams Ltd. at (775) 324-6435 or <http://www.williamsLtd.com/> for application and fee information.

• ***Dublin Commercial Booth (Use Vendor Application)***

Vendors in this category are defined as businesses located in the City of Dublin that offer tangible products or services for purchase which are not homemade.

- In order to qualify for a Dublin Commercial Booth, you must provide a Dublin address for your business and submit a copy of your Dublin business license at the time of application.
- **NOTE:** Non-Dublin businesses are invited to participate in the St. Patrick's Day Celebration as a Festival Supporter. Please visit www.dublinstpats.com for sponsorship opportunity information.

Food Booth (Use Food Booth Application)

There are limited tented food booth opportunities at the festival for Food Vendors (those preparing food for consumption onsite) and Snack Vendors (those selling single items or drinks such as kettle corn or lemonade). Vendors selling pre-packaged items (such as jams or salsas) to take home may apply as a Craft Vendor.

- Approved menus will be strictly enforced in order to limit the number of similar items.
- Priority will be given to vendors who specialize in Irish food items and those who best incorporate the Irish theme into their menus. Please be creative!
- All Food Vendors are required to obtain a Health Permit from the Alameda County Department of Environmental Health.
- All Food vendors are required to utilize green/biodegradable products.

Activity Booth (Use Vendor Application)

Vendors in this category are defined as those who offer an interactive experience for festival attendees. Examples include: face painting, photo booths, sand art or games etc.

- The sole operation of your booth must be the activity.

Ireland Booth (Use Vendor Application)

Vendors in this category are defined as those who sell items related to Ireland, St. Patrick's Day, or Celtic history.

- For more information on this category, please call (925) 556-4504.

Nonprofit Information Booth (Use Vendor Application)

Limited booth spaces are available. Proof of nonprofit status is required.

- Applications will be accepted on a first come, first served basis, with Dublin nonprofits receiving priority.
- It is the responsibility of the nonprofit to keep the booth open and running the entire duration of the event.
- Distribution of any food or beverage (including water) is not permitted.

Application Procedure

1. Please read the **2016 Participation Guidelines for Vendors**.
2. Complete and submit the **Vendor or a Food Booth Application**.
3. Sign and submit all required documents as outlined in the application.
4. Payment:
 - Enclose fees as specified in the application. (Fees will not be deposited until after the applicant has been notified of acceptance into the festival. All other checks will be returned.)
 - Checks, money orders, or cashier's checks should be made payable to **City of Dublin**.
 - Payment by VISA / MASTERCARD / AMERICAN EXPRESS / DISCOVER can be accepted if requested.
5. Applications can be mailed or delivered in person to the Parks & Community Services Department at 100 Civic Plaza Dublin, CA 94568.
6. Applicants will be notified of acceptance to the festival via email within one week of the application deadline. We will continue to accept applications received after the deadline for waiting list consideration.

Deadline for Applications: Submitted or Postmarked By January 15, 2016

Equipment

Vendors are responsible for supplying their own canopy, tables, and chairs. All booth materials must be in compliance with fire code regulations. If you need to rent a canopy or food tent that meets health and fire standards, you may place your order and submit your payment with the application.

Electricity

Electricity at the festival is limited to certain areas of the festival. No personal generators are allowed. Vendors must pre-pay for electricity and are required to supply their own extension cords (at least 25 feet) to reach the access point.

Insurance

All vendors are required to provide Certificate of Insurance showing Comprehensive General or Comprehensive Personal Liability coverage for a minimum of \$1,000,000 per occurrence or \$2,000,000 aggregate naming the City of Dublin as additionally insured.

- The vendor shall provide a certificate of insurance no later than February 1, 2016.
- The certificate must name: **City of Dublin, 100 Civic Plaza, Dublin, CA 94568**.
- The following statement must appear on the certificate: **Additional Insured Endorsement names the City of Dublin, its directors, agents, or employees are included as additionally insured.**

Fees

- Fees vary based on vendor category. Please refer to the Vendor Application for the fee schedule.
- For all vendors, payment is due in full at the time of application. If an application is not accepted into the festival, payment will be returned via US Mail within two weeks of the application deadline.

Acceptance Notifications

Accepted vendors can expect to receive a confirmation email within approximately 2 weeks of the application deadline.

Load-In and Set-Up Instructions

- Detailed instructions for load-in and set-up will be emailed approximately 2 weeks prior to the festival. The following schedule is provided to assist in planning for the event.
- All vendors must complete their set up at least thirty (30) minutes prior to the scheduled start of the festival.

Friday, March 11th

- All vendors are highly encouraged to set-up their booth on Friday from 3:00 PM to 7:00 PM.

Saturday, March 12th

- Vendors may arrive as early as 6:00 AM and must be ready for business by 9:30 AM. Booths must be up, open, and ready for business by 10:00 AM.

Sunday, March 13th

- Vendors may access the festival site between 6:30 AM and 7:30 AM to replenish their booth. There will be NO vehicles allowed access to the festival site after 7:15 AM due to road closures for the Shamrock 5k Race.
- Break-down will begin no earlier than 4:45 PM on Sunday, March 15th.
- Trash bags will be distributed for clean-up. Please leave the site as you found it – free of debris. You can leave trash only if it is in a plastic bag or a box.
- You will not be able to bring your vehicle on the lot until all pedestrian traffic has been cleared out of the area. All items must be off the lot by **7:00 PM** on Sunday.

Parking

Vendors will be issued ONE parking pass for designated Vendor Parking at the time of check-in. Additional cars must park in festival parking areas.

Rules and Regulations

1. **The St. Patrick's Day Celebration is held rain or shine! There will be no refunds due to inclement weather. Please also note that Dublin frequently experiences windy weather. Please bring weights for your canopy. You may not tie your canopy to landscaping.**
2. Unless you have a health permit issued by the Alameda County Department of Environmental Health, no sampling of food or drinks is allowed (this includes handing out candy, bottled water, etc.) If the samples of food/drink are open (not completely wrapped), a fully equipped booth is necessary.
3. The City of Dublin does not guarantee vendor sales.
4. Vendors, their staff, employees, and agents must comply with all vendor policies, fire codes, laws, ordinances, and regulations pertinent to health, fire prevention and public safety. Failure to comply may result in expulsion from the event without a refund.
5. A limited number of vendors in any category will be accepted to the festival. Decisions are at the sole discretion of the City and based on, but not limited to: the best interest of the festival, history, level of investment, payment, and date of paperwork received. The Festival reserves the right to admit duplicate businesses based on the Festival needs and size. Exclusivity may be extended at the Festival's discretion.
6. Vendor agrees to allow the City of Dublin to take photos of the booth and product during the event for no additional compensation. Photos taken may be used in City of Dublin promotions.
7. All booths **MUST** have a tent. Vendors are required to supply their own tent, tables, and chairs, unless renting through the City of Dublin.
8. Booth locations are not guaranteed and are made at the discretion of festival management.
9. No handwritten signs will be allowed. A-frame signs are also prohibited.

10. **Exhibitor shall be liable** for delivery; handling, erection and removal of his/her own displays and equipment.
11. All displays, merchandise, equipment and staff **must be contained within the assigned booth space**. No amplified music, walkway solicitation or “barking” is allowed. Staff/Personnel must remain INSIDE your assigned booth. Please note this will be strictly enforced.
12. **Walking the grounds to sell merchandise or hand out fliers is strictly prohibited.**
13. No helium tanks will be allowed at the festival. You may decorate with balloons, however, helium tanks will not be allowed on the festival grounds
14. The City of Dublin will provide general overnight festival security on Friday and Saturday night. The City of Dublin is not responsible for lost, stolen, or damaged goods.
15. Vendor must obtain written permission from the City prior to using the City of Dublin logo or any logo from the City of Dublin website in connection with their business.
16. Booth space must be occupied as assigned, and be open and staffed during all regular festival hours (10:00 am to 5:00 pm). In the event that the Exhibitor does not occupy or staff said space, the City is expressly authorized to occupy or cause said space to be occupied in such a manner as it may deem best for the interest of the Festival without any refunds or allowance whatsoever to the Exhibitor and without in anyway releasing the Exhibitor from any liability there under.
17. Vendor may not sublet or apportion booth space to anyone else.
18. Any vendor requesting the sale of additional items after the application is submitted and approved must make said request in writing.

**I have read the rules and regulations included in the “2016 Participation Guidelines”
and I agree to comply with the conditions set forth.**

Signature

Date

Name (Printed)

Business/Organization Name

City of Dublin
Recreation and Community Services Department
100 Civic Plaza Dublin, CA 94568
Phone: (925) 556-4544
Fax: (925) 833-6651
www.dublin.ca.gov

2016 Vendor Application



Welcome to the City of Dublin's **33rd Annual St. Patrick's Day Celebration**! Please review the "Application and Participation Guidelines" and complete and sign the application. If you have any questions, please call (925) 556-4504.

Vendor Information

**Please note that all correspondence regarding the event and other pertinent information will be communicated via email.*

Business Name:	Business Phone:
Contact Person:	Cell Phone:
Address:	Fax:
City, State, Zip:	*Email:
California Resale License:	Website:
501(c)3 Number (Required for Non-Profit Vendors):	

List of Items To Be Sold and Pricing (if applicable)

Vendor must submit photos of booth set up and of items to be sold. These photos will not be returned.

	\$		\$
	\$		\$
	\$		\$
Are you sampling/distributing/selling any food or beverage? (Please circle)		YES	NO

Booth Specifications

You must buy enough booth space to accommodate your display.
Space is sold in 10' x 10' increments.

Type of Booth	Number of Spaces	Fee	Subtotal
ACTIVITY BOOTH	X	\$350	=
IRISH ARTS & CRAFTS BOOTH	X	\$275	=
DUBLIN BUSINESS BOOTH	X	\$450	=
NON-PROFIT BOOTH	1 space per group	\$25	

Electrical Needs

- ☐ I will **NOT** need electrical service
- ☐ I **WILL** need electrical service * ***Fee and Additional Form Required***

Electrical Fees:

Electrical Service – 20 amps (110 volts)	\$50	
Electrical Service – 50 Amps (220 volts)	\$100	
Total Fees:		\$

Equipment

Vendors are requested to provide their own canopy, equipment, tables, and chairs. All canopies must meet California State Fire Marshall Codes and be identified with official CA State Flame Retardant seal. If you need a canopy that complies with the California State Fire Marshall Codes or other equipment please complete below:

- ☐ I will **NOT** need equipment
- ☐ I **WILL** need equipment * ***Fee required with application***

Equipment Fees:

Festival Canopy (10 x 10 foot square)	\$300	
Table (8-foot x 36" rectangle)	\$50 each	
Folding Chairs	\$10 each	
Total Fees:		\$

Insurance: DUE By February 1, 2016

Vendor shall obtain and keep in force, including set up and tear down of the event, a Commercial General Liability Insurance Contract with limits equal to or greater than \$1,000,000 per occurrence. Vendor shall provide **BOTH** a **CERTIFICATE OF INSURANCE** and an **ENDORSEMENT** form to the City of Dublin evidencing coverage. Failure to provide the required documents to the City of Dublin on above due date may result in cancellation of acceptance to the event and forfeiture of booth fees. ***The CERTIFICATE must name:***

City of Dublin, 100 Civic Plaza, Dublin, CA 94568. The following statement must appear on the certificate: "Additional Insured Endorsement names the City of Dublin, its directors, agents, or employees are included as additional insured."

Vendor Rules and Regulations

- Submittal of completed application does not constitute acceptance into Festival by the City. Vendors will be juried following the application deadline. Those accepted will be notified of acceptance with a confirmation email.
- **This is a rain or shine event.** There are no refunds or extended dates due to inclement weather.
- Vendors will keep 100% of the gross festival revenue.
- No private generators will be allowed. If electricity is required, vendor must pay the additional fees listed and complete the Electrical Service Information Form.
- Walking the grounds to sell merchandise or handout fliers is prohibited. Vendors must remain in booth space.
- Distribution or sampling of food or drinks is strictly prohibited unless an Alameda County Health permit is obtained.
- Payment is due at time of application. If Vendor is not accepted into the Festival, payment will be refunded by US mail within two week after Festival Vendors are confirmed.
- Vendor Signage may not exceed five feet from the top of the tent. **No handwritten signage will be permitted.**
- All codes, laws, ordinances, and regulations pertinent to health, fire and public safety shall be strictly obeyed.
- Vendors are responsible for posting a seller's permit from the California State Board of Equalization at their booth. **Form BOE 410-D Swap Meets, Flea Markets, or Special Events Certification from the Board of Equalization (attached) must be submitted with application.** Vendors are responsible for submitting their own resale taxes.
- Each vendor is responsible for their own equipment and merchandise. The City of Dublin will not be liable for any lost, stolen, or misplaced merchandise or equipment at the event.

Indemnification

In consideration of participation in this program and the use of the City's facilities and premises, and to the maximum extent permitted by law, THE UNDERSIGNED shall, at his/her own expense, indemnify and defend, and hold harmless City and its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, civil penalties and fines, expenses and costs (including, without limitation, claims expenses, attorney's fees and costs and fees of litigation) of every nature, whether actual, alleged or threatened, arising out of or in connection with the participation of the undersigned and the undersigned's employees, in the program. In addition, the undersigned RELEASES, WAIVES, DISCHARGES, AND COVENANTS NOT TO SUE THE CITY OF DUBLIN, its officers, employees, and agents ("the City") for any loss or damage, and any claim or demands therefor arising out of or in connection with the participation of the undersigned and the undersigned's employees, in the program, whether caused by the negligence of the City or otherwise, while the undersigned is in, upon, or about the premises or any facilities or equipment therein. I HAVE READ AND VOLUNTARILY SIGN THIS RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT.

I have read the regulations included in this "Vendor Application" and I agree to comply with the conditions set forth.

Signature

Date

Name (Printed)

Deadline for Applications: Submitted or Postmarked By January 15, 2016

*City of Dublin
St. Patrick's Day Celebration
100 Civic Plaza
Dublin, CA 94568*

Application Checklist:

- | |
|------------------------------------------------------------------------------|
| <input type="checkbox"/> Application is Complete |
| <input type="checkbox"/> Application is Signed and Dated |
| <input type="checkbox"/> All Required Fees are Included |
| <input type="checkbox"/> Photo(s) of Booth Set-up |
| <input type="checkbox"/> Photo(s) of items being Sold |
| <input type="checkbox"/> Completed BOE 410-D Form (if applicable) |
| <input type="checkbox"/> Electrical Service Information Form (if applicable) |
| <input type="checkbox"/> Participation Guidelines is Signed and Dated |